

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 18-01

October 4, 2017

TO: All Regional Directors, Officers-in-Charge,  
and Resident Officers,

FROM: Beth Tursell, Associate to General Counsel

SUBJECT: Oversight and Management of the Usage of POV and Leased Vehicles

[OM 03-98](#) announced steps to be taken in order to ensure proper oversight and management of the GSA leased car program in the Field. Pursuant to the Inspector General's Audit of Agency Leased Vehicles, (OIG-AMR-38-03-01), the Agency agreed to evaluate leased vehicle utilization on an annual basis and eliminate vehicles that do not meet the minimum guidelines as set forth in [OM 03-98](#). [OM 05-04](#) announced the annual review of all Regional/Subregional offices utilization of each leased vehicle in its possession. Pursuant to [OM 05-04](#), each Region should complete and return, via e-mail, to Safety Officer Andrew McDonald by November 3, 2017, the attached survey for each vehicle in the Region's possession. Regions should review [OM 15-44](#) and [OM 16-10](#) which provided insight into the GSA/POV audit process and contained steps Regions need to follow starting in FY 16.

[OM 05-04](#) also announced a review of the use of POVs for official travel and leased vehicle usage, and reports on operator packets maintenance from eleven, randomly selected Regional/Subregional Offices. Regions will be notified by a separate e-mail if they have been randomly selected to submit these records for FY 2017.

The responsibility for conducting the audits mentioned herein is now shared by Operations-Management and the Facilities and Property Branch. Until further notice, all documents requested pursuant to these audits should be sent to Safety Officer Andrew McDonald with a copy to DAGC Dolores Boda. If you have any questions regarding this matter, please feel free to contact DAGC Dolores Boda or myself.

/s/  
B. T.

cc: NLRBU

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# SURVEY OF LEASED VEHICLES

REGION \_\_\_\_\_

For Fiscal Year Ending September 30, 2017

Vehicle 1: Make \_\_\_\_\_ Model \_\_\_\_\_ Tag # \_\_\_\_\_

VIN # \_\_\_\_\_ Location of vehicle: \_\_\_\_\_

Monthly rental cost of vehicle \_\_\_\_\_ Monthly cost of parking space \_\_\_\_\_

Vehicle is a (check appropriate type): \_\_\_\_\_ Hybrid \_\_\_\_\_ Alternate Fuel \_\_\_\_\_ Gas driven

Miles driven during the last fiscal year:

1<sup>st</sup> Q \_\_\_\_\_ 2<sup>nd</sup> Quarter \_\_\_\_\_ 3<sup>rd</sup> Quarter \_\_\_\_\_ 4<sup>th</sup> Quarter \_\_\_\_\_

This vehicle is justified based on the mileage standard (3,000 miles per quarter or 12,000 miles per year) \_\_\_\_\_ Yes \_\_\_\_\_ No (if no, please continue)

Alternative #1 \_\_\_\_\_ Usage

Listed below is the number of days during the last fiscal year this vehicle was used substantially:

Oct '16 \_\_\_\_\_ Nov '16 \_\_\_\_\_ Dec '16 \_\_\_\_\_ Jan '17 \_\_\_\_\_

Feb '17 \_\_\_\_\_ Mar '17 \_\_\_\_\_ April '17 \_\_\_\_\_ May '17 \_\_\_\_\_

June '17 \_\_\_\_\_ July '17 \_\_\_\_\_ Aug '17 \_\_\_\_\_ Sept '17 \_\_\_\_\_

This vehicle is justified based on the usage standard (8 days a month on average)

\_\_\_\_\_ Yes \_\_\_\_\_ No (if no, please continue)

Alternative #2 \_\_\_\_\_ Other criteria

If the vehicle is used less than 8 days a month, and you wish to retain the car, please, attach a memo outlining the criteria the Region is relying on to justify the continued utilization of the vehicle. (See [OM 03-98](#)).

This vehicle is justified based on the other standard:

\_\_\_\_\_ Yes \_\_\_\_\_ No (if no, please take the necessary steps to return this vehicle)

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of individual completing survey

\_\_\_\_\_  
Telephone number